



Administrative Manager

Department: Countywide

Class Code: 1722

EEO Code: 22

FLSA: E

Effective: 01/01/2000

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in planning, coordinating, and supervising office clerical, administrative and technical functions for a County department to include multiple sections or programs of sufficient difficulty; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned clerical, administrative, and technical staff; administers on-going program(s) of sufficient difficulty or manages multiple section(s) in the department; develops and maintains administrative procedures; assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures to assure sound fiscal control; coordinates preparation of annual budget; prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis and prepares recommendations regarding proposals for grants, services, budget, equipment, facilities etc.; compiles reports; coordinates activities with other departments and agencies; investigates and follows-up on citizen requests for service, complaints and requests for information; oversees the management of office records; supervises purchasing and store keeping activities and mechanical and building maintenance; monitors various service contracts; serves on staff committees; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the principals of modern office management; of supervision and training principles and practices; of budget evaluation, preparation and control; of word processing, spreadsheet and data base software packages.

Considerable skill in planning and supervising administrative, support and technical functions; in managing multiple areas of responsibility; in interpreting and analyzing fiscal and technical data for decision making; in communicating effectively both orally and in writing; in establishing and maintaining effective working relationships with employees, supervisors and the general public.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in business administration or related field and three to five years of office management experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
